SECRET

Information Branch Messenger Delivery Schedule

Deliveries

0830	Sort overnight
0830 to 0900	Deliver to OAD, Admin, Rqts, Ops, ASD. (First floor complete).
0900 to 0920	Turnstile (#1)
0920 to 0935	Sort #1
0935 to 1005	Deliver to 2nd floor: NEI, SRD, PAD, SAD, Chem, BIO, Med, IPS (one delivery completed)
1005 to 1015	Turnstile (#2)
1015 to 1045	Sort #2, sort pick up from first delivery and sort IN completed material
1045 to 1120	Deliver to Divisions, 2nd floor only
1120 to 1130	Turnstile (#3)
1130 to 1240	Sort #3 and pick up, and deliver to 1st floor and OAD
1240 to 1310	Lunch
1310 to 1320	Turnstile (#4)
1320 to 1335	Sort #4
1335 to 1355	Br 5 delivery and pick-up, and delivery to OAD
1355 to 1425	Miscellaneous
1425 to 1440	Turnstile (#5)
1440 to 1455	Sort #5 and IN material
1455 to 1540	Deliver to Divisions
1540 to 1550	Turnstile (#6)

Deliveries

1550 to 1610   Sort #6

1610 to 1620   Deliver to OAD

1620 to 1700   Sort pick up from Division run, etc.

Summary

Deliver to Divisions	Deliver to OAD
1. 0830 to 0900 ($\frac{1}{2}$)	1. 0830
2. 0935 to 1005 ($\frac{1}{2}$)	2. 1130
3. 1045 to 1120 ($\frac{1}{2}$)	3. 1335
4. 1130 to 1240 ($\frac{1}{2}$)	4. 1610
5. 1455 to 1540 (1)	

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